

## Office Memorandum • UNITED STATES GOVERNMENT

Deposit

Reference: Your memoranda of 25 November and 15 December 1953, same subject

1. To comply with various provisions of subject Executive Order, the following are approved:

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Division Chief  
Deputy Division Chief  
Branch and Deputy Branch Chiefs  
Section Chiefs  
Administrative Officer  
Assistant Administrative Officer  
Propaganda Analysis Coordinator  
Language Training Coordinator  
Linguist Consultation Service Chief

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(1) Unclassified [ ] reports will be prepared with the duplimat formater (Form No. 51-4c) essentially as a cover sheet only. The classification designation top and bottom will be blocked out as will the espionage clause in the black-bordered box.

(a) The spaces formerly used for classification, top and bottom, will be typewritten or stamped "Official Use Only".

(b) Essential data required by the formmaster form, including source reference or indication, will be completed as heretofore.

(c) Beneath source material on the formaster sheet or cover sheet will appear the boxed "WARNING" as follows:

"This report is disseminated for the information of the Intelligence Advisory Committee agencies only. If further dissemination is necessary, this cover sheet must be removed and CIA must not be identified as the source."

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(e) The actual unclassified report will be headed by a title, bibliographic data, and author.

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(f) The  number, required for accurate control and collation of the finished report in  Division, will be carried as a number without the identifying code  on each page of the report following the cover sheet. 25X1

(g) In those cases where the report involves the use of copyright sources, the following warning will be stamped or typewritten at the top of the first page of the text preceding the title:

"WARNING

"Laws relating to copyright, libel, slander and communications require that the dissemination of part of this text be limited to "Official Use Only". Exception can be granted only by the issuing agency. Users are warned that non-compliance may subject violators to personal liability."

(h) All intelligence officers of the division, including editors, will be instructed that no references will be made to  or its reports, to CIA, or to other intelligence organizations, in the body of a report subject to unclassified dissemination. 25X1

(2) Unclassified  Summaries and Translations (cover publications) will be published similarly to the above. 25X1

(a) The cover will bear the control "Official Use Only" at top and bottom.

(b) The warning relative to non-IAC dissemination (see paragraph 1.b(1)(c) above) will be stamped or printed on the cover directly beneath the title of the publication.

(c) The flyleaf on Summaries and Translations will be omitted.

(d) The distribution list, formerly printed on the back of the flyleaf, will be reproduced on the back of the cover.

(e) The unclassified covers will not bear the espionage clause.

(f) In those cases where the contents of the report (Summary or Translation) contains copyrighted source material, the copyright warning (see paragraph 1.b(1)(g) above) will be printed immediately preceding the title and source data, as in the case of  and  reports. 25X1

(g) No identification of CIA, , or other intelligence organizations will be carried in the body of the text of unclassified Summaries or Translations. 25X1

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(3) ☐ U-reports will follow the format described above. The cover sheets will bear the control "Official Use Only" and the "Warning".

The copyright warning will similarly be affixed immediately preceding the title at the beginning of the main body of text. U-reports previously issued as "Unchecked Contract Translations" will bear this stamped information on the cover only.

No identification of CIA, ☐ or other intelligence organizations will be carried directly or by reference in the body of the text of unclassified U- or UC-reports. 25X1

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(4) ☐ reports, Translations, and Summaries, classified as Confidential, Secret, or Top Secret will comply to the provisions of Executive Order No. 10501.

(5) The Consolidated Translation Survey and Periodical Abstracts will be published as "Secret" publications, as heretofore.

(6) Such "Reference Aids" and "Research Aids" which may be published unclassified will follow the format described in paragraph 1.b(2).

2. It is recognized that some change in the above procedures may be advisable at a later date. However, changes in classification, the addition or deletion of control stamps, etc. will be subject to approval by the Assistant Director for Operations.

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cc: Chief, Security Control Staff, ☐  
CIA Classification Officer, ☐

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